



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted _____

SECTION I - Identification

Working Title:

Accounting Technician

Department:

Transportation

Job Code Number: 433313

Division & Bureau:

Administration; Fiscal Operations

Job Code Title:

Accounting Technician

Section & Unit:

Collections

Pay Band: 3

Work Address:

Position Number:

22081

Phone:

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FLSA Exempt

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FLSA Non-Exempt

☐

Non-Union

☒

MPEA

☐

Blue Collar

Profile Completed By:

Work Phone:

Work Unit Mission Statement or Functional Description:

The Fiscal Operations Bureau (FOB) is responsible for providing the department with legal, efficient, timely, and accurate financial accounting systems and financial information to facilitate departmental decision making and maintain organizational effectiveness, efficiency, and accountability. The FOB is responsible for establishing and maintaining a variety of accounting functions for the department such as payroll and benefits, collection, distribution, refunding, and accounting of the Department's revenue that includes federal/local reimbursements and motor fuel taxes. We are responsible for the management of the gasoline and special fuel tax act. The Bureau conducts internal and external reviews, and provides technical assistance to taxpayers to ensure compliance with motor fuel tax law. We process all contractor payments. We develop and implement accounting policy and procedures, conduct financial monitoring, and ensure the department's internal accounting and financial systems comply with state and federal regulations, as well as, align with the division's accounting operational goals, objectives, and priorities. The Bureau consists of the following sections: Collections, Accounting Systems Operations, Motor Fuels, and Payroll.

The Collections Section is responsible for the collection, processing and accounting for all monies owed to the department. This includes collections, cashiering, and transmittals. The section is also responsible for the collection and administration of motor fuel tax proceeds.

Describe the Job's Overall Purpose:

This position performs accounting technician duties in the Collections Section of the Administration Division and is responsible for timely and accurate deposit entry, receiving all credit card transactions and payments to disperse to revenues, researching discrepancies, processing refunds, cross matching distributor information for compliance, verifying financial information and associated documentation to ensure all required information is attached, and working within the internal control procedures of the department regarding checks and refund processing.

This position does not have a career ladder within the band.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

Deposits

70%

Analyze and enter payments into multiple systems (SABHRS, VISTA-PS, VISTA-RS, Handwritten Permit) and ensure they are recorded properly in MDT's financial records. Reconcile funds received for credit card payments and resolve any discrepancies with the system information versus the payment amount. Research any differences in the permitting systems to identify which officer needs to be contacted to obtain the correct payment or permit information in a timely manner to complete deposits under the time constraints of the treasury. Meet the time deadlines in order to comply with State law regarding deposit of funds. Research payments that come in with incorrect or no documentation to verify what is being paid and how the payment should be recorded. Work with other sections to gather missing information to be able to complete the deposits timely.

Compliance and Internal Controls

25%

Verify information on Distributor fuel reports to ensure that all fuel has been reported and taxes have been paid. Perform desk reviews at the first two levels for refunds-level 1 and IFTA-level 2 which involves requesting records from the customer, discussing discrepancies with the customer, and analyzing the records to verify that they support the refund requested or the tax returns that were filed. The desk reviews may result in an assessment owing or the determination will be made to have a full audit performed on the company. Process non-licensed refunds by verifying the information submitted on the refund request matches the documentation, the documentations meet the refund requirements and the math calculations are correct.

Other Duties

5%

Keep all day to day procedures in a desk manual and make adjustments to the manual within two weeks of a change in procedure. Participate in testing changes in MDT subsystems associated with migration projects and upgrades.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations): performing deposits are the essential functions of the job.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Sitting for extended periods of time in a normal office environment
- Operation of standard office equipment

MENTAL

- Interprets and apply rules, regulations, laws, policies, and procedures.
- Comprehends and interprets submitted documentation.
- Investigates issues and problems effectively and efficiently.
- Communicates complex information in a clear and concise manner.
- Communicates effectively with a variety of parties who have different degrees of technical understanding of deposits.
- Works with the public on a daily basis.
- Ensures accuracy, completeness, timeliness and quality of work.
- Maintains focus and effectiveness despite constant interruptions in managing multiple tasks and projects simultaneously without jeopardizing quality.
- Adapts time and resources in proportion to the importance of the task.

Does this position supervise others? ☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This position requires a thorough knowledge of accounting policies and procedures; state laws and regulations and accounting requirements; information systems; statewide accounting system software(SABHRS); research and data analysis processes; personal computer software applications (e.g., word processing, spreadsheets, etc.); and MDT policies and procedures.

SKILLS:

This position requires the ability to draw pertinent information from a variety of sources both verbally and in writing. The position also requires skill in the operation of a personal computer, related software and standard office equipment; problem solving techniques; system analysis from multiple systems to identify errors as system or human; and effective written and oral communication.

Behaviors required to perform these duties:

See MDT Core Behaviors

To perform successfully in this position, the incumbent must be self-motivated; possess a strong work ethic; maintain a positive attitude; be able to handle contentious situations; and enjoy working with and for the public. The ability to reason deductively and inductively is essential. The position requires the ability to effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines; communicate effectively orally and in writing; analyze complex situations and procedures; evaluate the effectiveness of processes; understand rules, regulations, laws, policies, and procedures and apply them appropriately; and determine the most appropriate response to complex situations.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Accounting or closely related field

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

Alternative qualifications include:

Alternative qualifications may be considered on a case by case basis.

SECTION IV – Other Important Job Information

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

The successful candidate must pass a background investigation as a condition of employment.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: Larry Flynn _____ Title: Administrator

Signature: _____ Date: _____

Department Designee:

Human Resources Officer
Human Resources Division

Signature: _____ Date: _____